

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF NEBRASKA



INTERNET CREDIT CARD PAYMENTS  
Point of Sale

DATE: March 15, 2004  
Revised: March 26, 2004

## INTERNET CREDIT CARD PAYMENTS

The Nebraska Bankruptcy Court is pleased to announce to all CM/ECF users that they are now able to process their own credit card charges via Point of Sale technology through a secure environment on the internet. Users will no longer have to keep current credit card information on file with the Court and will have access to Internet Payment History Reports of their internet charges.

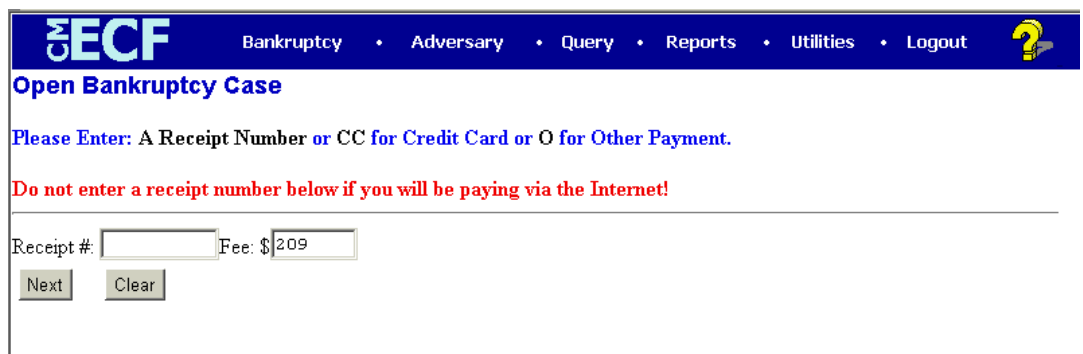
### **IMPORTANT NOTE:**

*Fees are due at the time of filing and must be paid by the end of the day.*

If incurred credit card charges are not paid in a timely manner, your ECF account will automatically be locked and you will be unable to file online until fees are paid. Directions for paying outstanding fees can be found later in this document under the “Credit Card Payments (Outstanding)” section. Pacer access to view dockets, etc. is unaffected.

### **INSTRUCTIONS for filing new bankruptcy or adversary cases**

When filing a new bankruptcy or adversary case you will be presented with this screen:



The receipt field **MUST** be left blank for the Point of Sale transaction processing to work. Entering information into the receipt field bypasses the Point of Sale process.

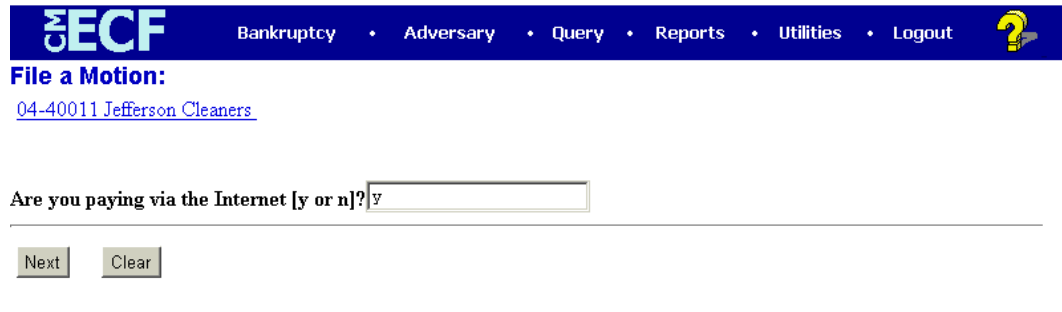
### **NOTE:**

- Installment cases
  - If nothing will be paid at the time of filing, enter O in the Receipt # field and change the fee amount to 0.00.
  - If you intend to make a partial payment at case filing, leave the Receipt # field blank and change the Fee field to the appropriate amount to be charged.
- If you are exempt from paying a fee, enter NA in the receipt field and change the fee amount to 0.00.

**INSTRUCTIONS for filing documents that require fees –**

*(documents other than new bankruptcy or adversary case opening documents)*

While filing a document that requires a fee, you will be presented with this screen:



Are you paying via the Internet [y or n]?

Answer “y”

Select “Next”

The next screen you receive will present the correct filing fee.

Select “Next”



*Do not change the fee amount unless you are exempt from paying the fee, in which case enter “0.00”.*

At the completion of the filing and after the e-mail notification is submitted, a pop-up window will appear on your screen so that the associated credit card charge may be paid.

An option is also available which will allow you to continue filing and accumulate the costs for a particular day. The charges may be made at the end of the day and all transactions may be paid at one time. Each time you file a document that requires a fee, the Summary of current charges screen will be presented with all accumulated charges and may be paid at that time or may be paid later through the Utilities menu. Filing fees must be paid by the end of day.

The screenshot shows a Netscape browser window titled "Electronic Payment - Netscape". Inside, there is a section titled "Summary of current charges:". Below this title is a table with three columns: "Date Incurred", "Description", and "Amount".

Date Incurred	Description	Amount
2004-03-04 13:13:22	Motion for Relief From Stay(04-40011) [motion,mrlfsty] ( 150.00)	\$ 150.00
		<b>Total: \$ 150.00</b>

Below the table are two buttons: "Pay Now" and "Continue Filing".

1. To pay the filing fee through Point of Sale select "Pay Now"
2. To continue filing and accumulate charges, select "Continue Filing"

Once you select "Pay Now", a security protected screen appears that allows you to complete the credit card process.

1. Select the appropriate Card Type:
2. Enter Card Number (no spaces or dashes)
3. Select Expiration Date
4. Select "Submit Payment"
5. Wait while the transaction is processed.

The screenshot shows a Netscape browser window titled "US Courts@iccc.gov: Payment Collections - Netscape". The page contains the following text and form fields:

Please enter your credit card information below. Please do not enter dashes or spaces:

Name: Test Attorney  
Total: \$150.00

Card Type:

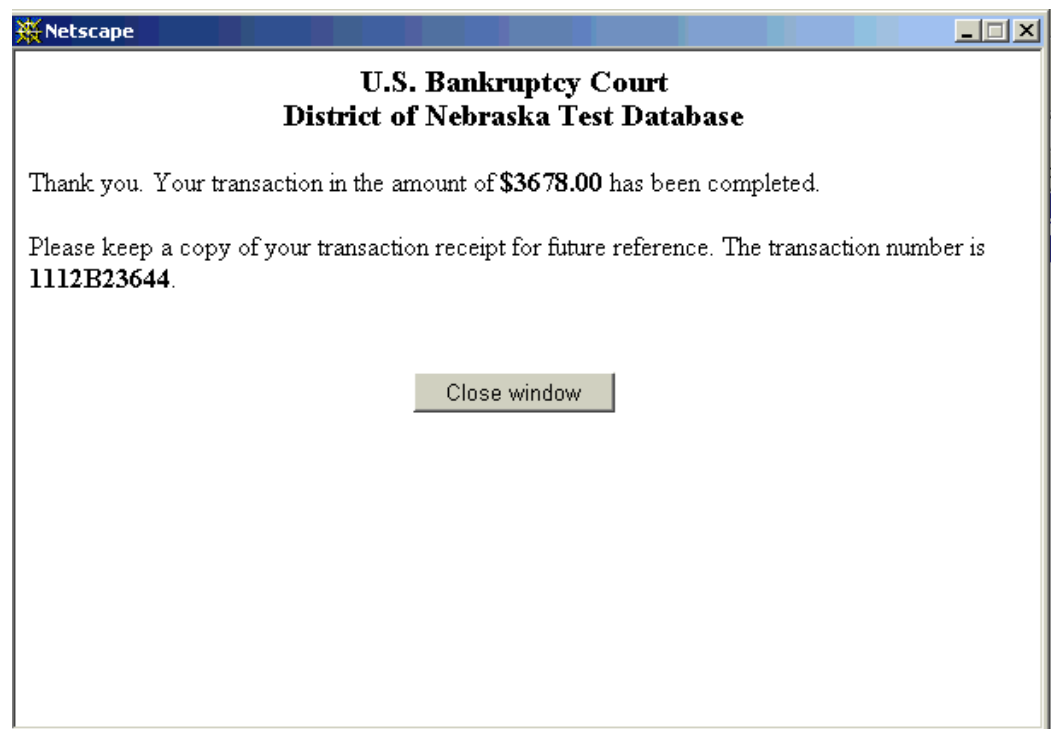
Card Number:

Expiration Date:

For your privacy and protection,  
the information submitted here is encrypted using 128-bit SSL.

Once the transaction has been successfully processed, you will receive a receipt number and a notation that the submitted credit card was appropriately charged and the payment is immediately docketed in the case. We suggest you print a copy of the receipt for your records. Unfortunately, you may not be able to print this screen using your browser. Copy and paste the screen into a word processing document by typing Ctrl-C on this screen and Ctrl-V in your word processing document. Another option may be to use print screen software. An “Internet Payment History” Report is also available which includes the receipt number. Directions for running the report can be found later in this document.

Keep this receipt number for your records.



#### **CASE UPLOAD –**

The “Pay Now” or “Continue Filing” screen may or may not be presented to you depending on your case upload software. If the screen is not presented, you will need to pay the filing fee through the Utilities Menu in CM/ECF. See the directions for “Internet Payments Due” found later in this document.

## AVAILABLE UTILITY OPTIONS:

ECF/Internet Point of Sale now offers several internet payment options:

- **INTERNET PAYMENT HISTORY –**

This report provides the user with a list of their internet credit card charges. Charges made in the Clerk's office do not appear on this report.

- **INTERNET PAYMENTS DUE -**

Allows the user to view and pay accumulated credit card charges.

- **CREDIT CARD PAYMENTS (Outstanding) –**

If incurred credit card charges are not paid, your ECF account will automatically be locked and you will be unable to file online until fees are paid. This feature allows you to pay the charges and unlock your ECF account.

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Utilities

### Your Account

[Change Your Client Code](#)  
[Change Your PACER Account](#)  
[Credit Card Payments \(Outstanding\)](#)  
[Internet Payment History](#)  
[Internet Payments Due](#)  
[Review Billing History](#)  
[View PACER Account Information](#)  
[View Your Transaction Log](#)

### Miscellaneous

[Legal Research ...](#)  
[Mailings...](#)  
[Verify a Document](#)

To access these options select "Utilities" from the main menu.

## INTERNET PAYMENT HISTORY:

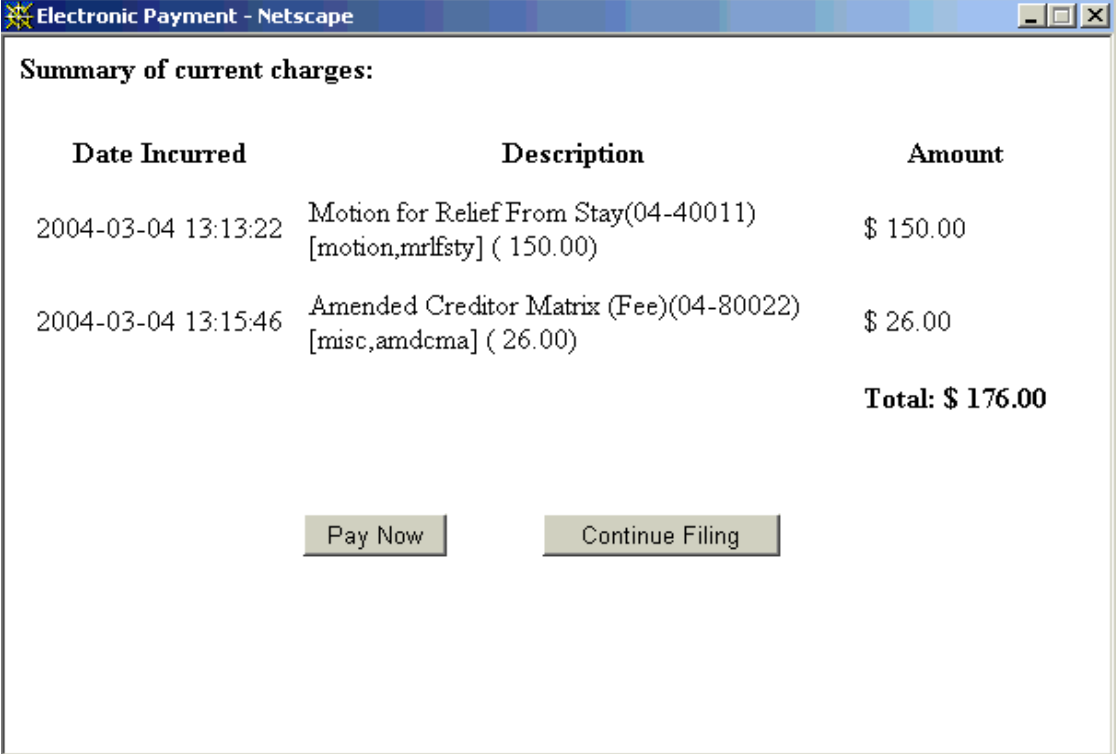
- Select “Utilities” from the main menu
- Select “Internet Payment History”
- Enter date range
- Select “Run Report”

U.S. Bankruptcy Court District of Nebraska Test Database Internet Payment History for Attorney , Test 2/4/2004 to 3/4/2004				
Date Paid	Description	Payment Method	Receipt #	Amount
2004-02-11 10:00:17	Amended Creditor Matrix (Fee)(03-80001) [misc,amdcma] ( 26.00)	credit card	1112B22783	\$ 26.00
2004-02-11 10:21:55	Voluntary Petition Chapter 13 - Case Upload(04-80007) [caseupld,1305u] ( 194.00)	credit card	1112B22784	\$ 194.00

## INTERNET PAYMENTS DUE:

- Select “Utilities” from the main menu
- Select “Internet Payments Due”
- Selecting -
  - “Pay Now” will direct user to a security protected screen that allows you to complete the credit card process.
  - “Continue Filing” will return user to the main menu.

Note: incurred credit card charges must be paid, or your ECF account will automatically be locked and you will be unable to file online until fees are paid.



The screenshot shows a Netscape browser window titled "Electronic Payment - Netscape". The main content area displays a "Summary of current charges:" table with three columns: "Date Incurred", "Description", and "Amount". The table lists two charges: a "Motion for Relief From Stay(04-40011)" for \$150.00 and an "Amended Creditor Matrix (Fee)(04-80022)" for \$26.00. The total amount is \$176.00. Below the table are two buttons: "Pay Now" and "Continue Filing".

Date Incurred	Description	Amount
2004-03-04 13:13:22	Motion for Relief From Stay(04-40011) [motion,mrlfsty] ( 150.00)	\$ 150.00
2004-03-04 13:15:46	Amended Creditor Matrix (Fee)(04-80022) [misc,amdcma] ( 26.00)	\$ 26.00
		<b>Total: \$ 176.00</b>



## CREDIT CARD PAYMENTS (Outstanding) –

- Select “Utilities” from the main menu
- Select “Credit Card Payments (Outstanding)”
- Select “Pay Now”

**Electronic Payment - Netscape**

**Summary of current charges:**

Date Incurred	Description	Amount
2004-03-04 13:13:22	Motion for Relief From Stay(04-40011) [motion,mrlfsty] ( 150.00)	\$ 150.00
2004-03-04 13:15:46	Amended Creditor Matrix (Fee)(04-80022) [misc,amdcma] ( 26.00)	\$ 26.00
		<b>Total: \$ 176.00</b>

1. Select the appropriate Card Type.
2. Enter Card Number (no spaces or dashes)
3. Select Expiration Date
4. Select “Submit Payment”
5. Wait while transaction is processed.
6. You will receive a confirmation and receipt number screen.
7. Your ECF account should now be unlocked.

**US\_Courts@iccc.gov: Payment Collections - Netscape**

Please enter your credit card information below. Please do not enter dashes or spaces:

Name: Test Attorney  
Total: \$150.00

Card Type:

Card Number:

Expiration Date:

For your privacy and protection,  
the information submitted here is encrypted using 128-bit SSL.

## **PROBLEMS VIEWING SCREEN OPTIONS AFTER ACCOUNT WAS LOCKED -**

Your account will automatically be unlocked once outstanding fees have been paid. Some users are having difficulty viewing all of their CM/ECF menu options after their accounts have been paid. The reason for this may be that the browser needs to refresh and the cache needs to be cleared. The following directions may help.

If you are using *Netscape* –

1. At the top of your screen, select “Edit” from the browser menu
2. Select “Preferences”
3. In the white Category box, click the “+” (plus sign) in front of the word Advanced
4. Highlight the word “Cache”
5. On the right side of the dialog box in the gray area,
  - a. Select “Clear Memory Cache” - click “OK”
  - b. Select “Clear Disk Cache” - click “OK”
6. Close the dialog box.
7. In CM/ECF click on any menu item and your options should be available.

If you are using *Internet Explorer* (IE) –

1. At the top of your screen, select “Tools” from the browser menu
2. Select “Internet Options”
3. In the dialog box, under the Temporary Internet Files section:
  - a. (Optional) Select “Delete Cookies” - click “OK”
  - b. Select “Delete Files” - click “OK”
4. In the dialog box, under the History section:
  - a. Select “Clear History” - click “OK”
5. Close the dialog box.
6. In CM/ECF click on any menu item and your options should be available.